

# AHS Orchestra

## Playing Test Upload Instructions

### 1. Record your playing test onto your cell phone or voice recorder.

### 2. Get the recording on your computer.

- Cell Phone only: Email your test to yourself, then sign into your email and download it to your computer. Save it in a place where you know you can find it. You may also use any other method to get your test onto your computer.
- Voice Recorder only: Plug your voice recorder into your computer, locate your file, and move it onto your computer.

### 3. Convert it.

In order to upload your file to Charms, it must be in MP3 format. Your cell/recorder probably does not record in MP3 format, so we must convert it.

- Click on the Charms tab at the top of the orchestra website, then click inside the box that says “online-convert.com”
- Use the site you just opened to convert your file. Watch the video below for clearer instructions. Try to ignore the giant advertisement; you’re looking for a box that says “Browse”.
- After the file is converted, download it back onto your computer.

### 4. Upload it.

- Click on the Charms tab, choose “Charms Office Assistant” and log in using your student ID number.
- Click on Recording Studio, then click on “Upload Existing MP3 File”
- Click “Browse,” locate the file, and upload it. Make sure it shows up at the bottom.
- Listen to it, to make sure you can hear it! If you can hear it, so can your director. You don’t need to ask if they got it.